

TITLE: Staff Attorney

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DEPARTMENT: State Court Judge's Chambers, Fayette County

JOB SUMMARY: This position assists the judge in legal research, preparation of court orders, and preparation of civil calendars.

MAJOR DUTIES:

- o Organizes, manages, and monitors the civil case load for State Court civil filings; schedules hearings, motions, bench trials, jury trials, and phone conferences; monitors civil dockets to ensure timely disposition of cases; handles calls relating to civil calendars; monitors conflicts with calendars for attorneys and pro se parties; obtains and reviews all continuance requests and presents to judge for approval; monitors and organizes trial calendars and pre-trial hearings; contacts attorneys/pro se parties when case is ready for trial; responds to email relating to calendaring issues and concerns.
- o Receives daily filings from the Clerk's office; reviews documents and ICON computer system; prepares all documents for final judicial approval; delivers all approved documents to the Clerk's office.
- o Retrieves file stamped copies of orders from the ICON system and prepares copies for mailing to attorney's and/or parties; prepares and prints envelopes and related correspondence; stamps and mails orders.
- o Observes all civil hearings and motions and most trial proceedings involving legal argument; attends criminal calendar calls, motions and trial proceedings; researches and/or summarizes legal issues as requested by the judge.
- o Receives all civil motions from the Clerk's office at the time of filing; catalogs and calendars each motion for review by the judge; reviews and prepares summaries of each motion; drafts necessary orders and delivers to the Clerk's office.
- o Receives calls from general public, county employees, attorneys, and other courts regarding various court matters and issues of laws.
- o Drafts orders addressing the facts and applicable law; presents orders for judicial approval and delivers approved orders to the Clerk's office.
- o Reviews cases, identifies issues, and drafts summaries; categorizes and maintains files for cases and related research.
- o Categorizes and maintains files for leaves of absence filed by attorneys; files and categorizes conflict letters filed by attorneys.

- o Collects and compiles proposed jury charges from attorneys and drafts the court's jury instructions and verdict form to be used by the jury; compiles completed verdict forms for the court's verdict log.
- o Maintains and updates legal library.
- o Reviews recent laws and developing legal matters; organizes and files documents relating to new developments in the law; attends CLE training sessions; attends related legal activities regarding Georgia courts and legal issues.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of court procedures.
- o Knowledge of Uniform Superior/State Court Rules regarding continuances, conflicts, and leaves of absence.
- o Knowledge of Georgia civil procedure.
- o Knowledge of Georgia notice requirements regarding court calendars and orders.
- o Skill in the use of computers and job-related software programs.
- o Skill in the use of modern office equipment.
- o Skill in the completion of legal research.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The State Court Judge assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include the Georgia legal code, Georgia case law, Supreme Court cases, federal cases, Uniform Superior/State Court rules, and Fayette County ordinances. These guidelines require judgment, selection, and interpretation in application.

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**COMPLEXITY:** The work consists of varied duties in support of the work of the State Court Judge. Strict regulations contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to assist the Judge in the adjudication of matters appearing before the State Court. Success in this position contributes to the efficiency and effectiveness of court operations.

**PERSONAL CONTACTS:** Contacts are typically with attorneys, other court personnel, members of the general public, law enforcement personnel, prosecutors, defense attorneys, victim advocates, mediators, counselors, and probation officers.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

EXEMPT/HIPAA

#### MINIMUM QUALIFICATIONS

- o Graduation from an accredited school of law.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Current membership in the State Bar of Georgia.